

General Ledger Journal Entries

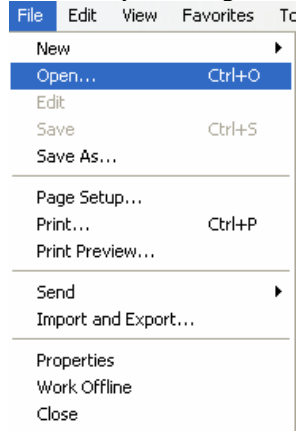
All GL Journals must be reviewed by General Accounting for accuracy and compliance before being posted. Journals and the corresponding paperwork are filed, scanned and stored at Records Retention for audit purposes.

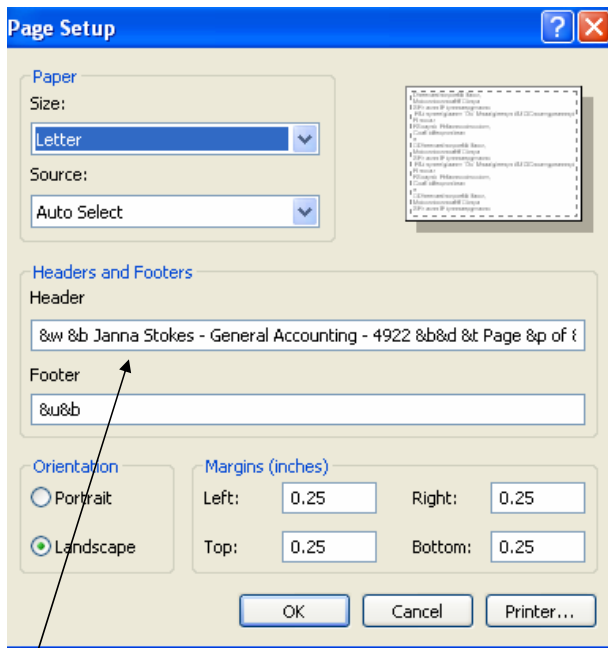
In our continued effort to review and post accurate journals to the General Ledger we are establishing the following guidelines to be followed by all users with security access to enter General Ledger journals.

Format

Scanning journals has created the requirement for a standard format. Printed JE pages will have your name, department and phone extension in the Header.

This is the path to Page Set-up.





Copy and paste `&w &b Your Name - Department – Ext &b &d &t Page &p of &t` to the header field inserting your information. Set your margins to no more than .25 inches so the journal will print on standard size paper in landscape format.

For a list of additional information you can have printed in the footer section of your journal, place the cursor in the footer section of your journal, press F1.

Formatting the Header Page

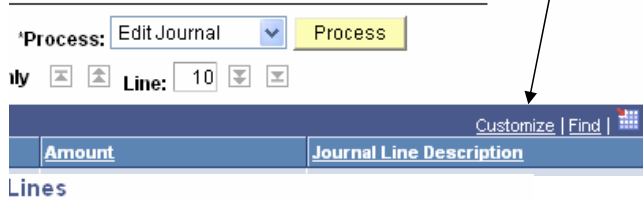
Header	Lines	Totals	Errors	Approval
Unit: UTHSC	Journal ID: NEXT	Date: 11/10/2005		
Long Description:	NAME & EXT or The name of the person requesting the entry. Include as much detail as needed to explain the purpose of the journal			
Ledger Group:	ACTUALS	<input type="checkbox"/>	Auto Generate Lines	

The long description field should be used to describe the purpose of the entry. If you are entering a journal requested by someone else your description should start “Per NAME – EXT” followed by the explanation. If you are generating the Journal this field should start with your “First Initial Last Name or User ID and Ext” followed by the detailed explanation.

Formatting the Lines Page

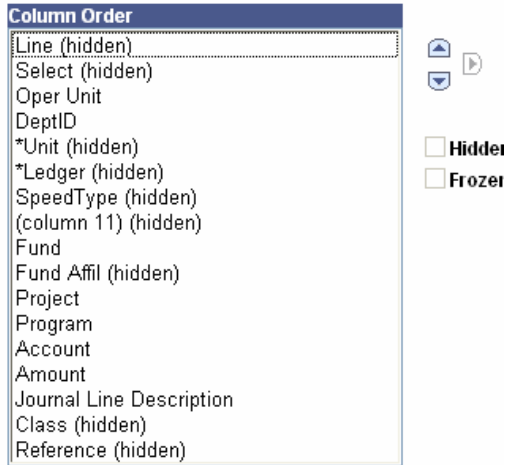
All lines of the journal must be printed and submitted in landscape format showing the full chartfield string and the line description. Start by customizing the lines page to view only this information. The path is from the JE lines page. Use this as a guide to hide fields of information that are not used.

[New Window](#) | [Help](#) | [Customize Page](#) | 



Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column. Frozen columns display under every tab.



OK Cancel Preview [Copy Settings](#) [Share](#)

Hide fields by highlighting and then place a check in the box by "Hidden". You can also change the "Frozen" status the same way.

Detailed Back-up

If you are correcting a previous entry AR (Deposit) or AP (Expense), you must provide a copy of the ledger showing the original entry posted to GL. When the ledger is not available, please call or email for a list of acceptable documentation. It differs depending on the type of correction.

If you are entering the equivalent of an IV (TUFIMS Term) as a GL Journal (not Internal Service Vendor), you must provide a copy of the invoice signed by the department authorizing the expense and providing the appropriate chart field string. When a contract / MOU is in place for a monthly charge, a portion describing the agreed amount must be attached.

We must be able to match your paperwork to the journal. The paperwork is the detail description of your journal entry. We make every effort to ensure your entry reflects your written description and intent.

All journals must have a clear explanation of purpose or they will not be posted by general accounting. We are responsible for reviewing and verifying the accuracy of the GL to the extent that your entry matches your explanation and appropriate accounts are being used.

The true test of the proper documentation is to ask, "Would someone unfamiliar with this process be able to understand why this entry is being made?" Think "Auditor"

Non-project Cost Transfer – Expense Correction Request

When a copy of the Expense Detail Report is not available to verify the expense on a **Non-project CFS**, General Accounting will accept the following as back-up. The expense must be posted to the General Ledger before we can make a correction.



Comment [js1]: This is the path to Voucher Accounting Entries

Voucher Accounting Entries

*Business Unit: Voucher ID:

*Accounting Line View Option:

Comment [js2]: Enter the voucher ID

Customize Find View All First 1-2 of 2 Last									
Ledger	Oper Unit	DeptID	Fund	Project	Program	Account	Class	Journal ID	Journal Date
ACTUALS			50000			24000		APACC81458	10/06/2004
ACTUALS	06	67160000	50000	0004020	15	67102		APACC81458	10/06/2004
GL Dist Status: Distributed									
Customize Find View All First 1-4 of 4 Last									
Ledger	Oper Unit	DeptID	Fund	Project	Program	Account	Class	Journal ID	Journal Date
ACTUALS			50000			24000		APPMT81595	10/18/2004
ACTUALS			40000			10700		APPMT81595	10/18/2004

Comment [js3]: Click on the "View All" to see both the APACC and APPMT journals. The screen print should also show the full chartfield the expense was distributed to.

1. Attach the screen prints to the completed Cost Transfer Request form (next page) and send to General Accounting UCT 902.



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

COST TRANSFER REQUEST

DATE OF REQUEST: NOTE – TRANSFERS WILL NOT BE PROCESSED LATER THAN 60 DAYS AFTER THE END OF THE MONTH IN WHICH THE EXPENSE ORIGINALLY WAS INCURRED.	
TRANSFER COSTS FROM ACCOUNT#:	
TRANSFER COSTS TO ACCOUNT #:	
TOTAL AMOUNT: IF THIS IS RELATED TO A PERSONNEL ACTION, PROVIDE TOTAL AMOUNT OF SALARY EXPENSE TO BE TRANSFERRED. UNLESS NOTED, IT WILL BE ASSUMED THAT FRINGES WILL BE TRANSFERRED ALSO.	
CALCULATION OF AMOUNT: IF RELATED TO A PAYROLL EXPENSE, INCLUDE RATE PER PAY PERIOD X FTE%. IF RELATED TO A NON-PAYROLL EXPENSE, INDICATE WHETHER TRANSFER IS FOR FULL OR PARTIAL AMOUNT.	
TRANSACTION INFORMATION: IF PAYROLL EXPENSE - PROVIDE EMPLOYEE NAME, EMPL ID, PAYROLL PERIOD(S) COVERED IF NON-PAYROLL EXPENSE - PROVIDE DOC ID, TRANSACTION DATE, VENDOR	
REASON WHY EXPENSE WAS NOT CHARGED TO CORRECT ACCOUNT ORIGINALLY:	

AUTHORIZATION

PREPARER: (PRINT NAME)	SIGNATURE	DATE
DEPT BUSINESS MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE

PI/ORG MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE
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Monitoring Your Journals

It is the user's responsibility to monitor the progress of all journals entered in FMS. The most efficient way to do this is through the following path. You must create and add an "Inquiry Name". In the example below I used "Journal".

Journal Inquiry Criteria

Journal Inquiry

Ledger Criteria						
Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Suspense Status
LEDGER	UTHSC	ACTUALS	2006	1	12	
Journal ID	Status	Source	Currency	Stat	Document Type	
APACC15452						
User	Document Sequence	Max Rows	Sort By			
JSTOKES		100	Journal Id			

Journals								
Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000114692	09/04/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/04/2005	JSTOKES 4922 - R
0000116755	09/30/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/30/2005	JSTOKES 4922 - R
0000117605	10/10/2005	UTHSC	Posted	GA	No Susp	JSTOKES	10/10/2005	MTRUJILLO-COST
0000117615	09/30/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/30/2005	MTRAMONTE - FY 0

Enter the information as above and the current period in the From/To fields and enter your User ID or the Journal ID. Click on the Search button. Review the status of your journals. All

journals must be “Posted” before the month end deadline (per monthly email reminder, 3rd working day) or they will be deleted.

We strive to process all journals within 48 hours of receiving paperwork. We ask that you submit your journals throughout the month rather than waiting until the last few days of the month. At month end we concentrate on current month \ month end journals. During this period journals for the next period will only be posted by special request. Please allow us 48 to 72 hours *after* month end close before you call to check on our progress.

Except in special circumstances all journals must be “Edited” and in “V V” status prior to submission to General Accounting. For assistance with journal errors contact General Accounting.